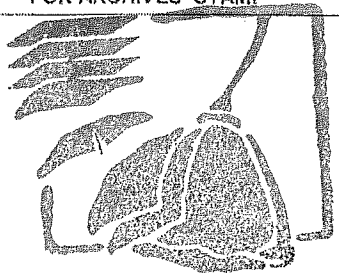


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Finance (DOF)		(2) AGENCY BILLING CODE 26000		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of State Audits and Evaluations (OSAE)		(5) ADDRESS 300 Capitol Mall, Suite 801, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 08-12	(10) SCHEDULE DATE 11/30/08	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 01-02	(14) APPROVAL NUMBER 02-027	(15) APPROVAL DATE (S) 2/01/2002	(16) PAGE NUMBER(S) REVISED – 2
(17) MISSION/FUNCTIONAL STATEMENT: Office of State Audits and Evaluations performs audits of various state agencies and state administered or supported programs to determine financial compliance, economy and efficiency and the identification of existing or potential problem areas. Also performs critical analyses and evaluative examinations of state programs, policies, resources, organizations and management. Projects originate from within the Department, officials at cabinet level, the Governor's Office of the Legislature.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Janet J. Roman		(19) TITLE Assistant Chief		(20) PHONE NUMBER 322-2985	(21) DATE SIGNED 11/30/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST Vicki Huntsman		(23) CLASSIFICATION Associate Business Management Analyst	(24) NAME (Printed or Typed) Vicki Huntsman	(25) PHONE NUMBER 445-1986 x3053	(26) DATE SIGNED 1/30/08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT Janet C. Roman		(28) APPROVAL NUMBER 08-047		(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey				(34) DATE SIGNED Feb. 22, 2008	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

①	80	NOTIFY ARCHIVES	Project and Audit Working Papers	P		2		8	10		Active until project is completed or until next audit.
2	18		Master Reports	P		6		10	16		
③	4	NOTIFY ARCHIVES	Permanent Files (Historical) Governor's efficiency team papers	P		PERM			PERM		Retained indefinitely and used as reference, and after new Audit.
④	20	NOTIFY ARCHIVES	General Correspondence comprised of: a) Correspondence received from various state agencies and also from the private sector. b) Our responses	P		3			3		Purged after three years.
			c) BOND REPORTS OF COMPLETED AUDITS NOTE: All DOF Records Inventory Worksheets (Std 70), Records Transfer Lists (Std 71), Records Retention Schedules (Std 73), and Authorization For Records Destruction are sited on DOF Records Retention Schedule 05-1, Administration Unit under Business Services.								
OSAE is absorbing all records on schedule 05-8, approval number 05-059 titled Performance Review Unit. These records will now conform to OSAE's records retentions schedule; no line items will be added for these records.											
			TOTAL Cubic Feet - 122								

* Provide total of office and departmental